

## **FIRE PREVENTION INSPECTOR**

### **DEFINITION**

To make inspections of buildings and grounds for fire hazards and assist in investigations of the causes of fire.

### **SUPERVISION RECEIVED**

General supervision is provided by a Fire Captain

### **EXAMPLES OF DUTIES**

Depending upon assignment, duties may include but are not limited to the following:

1. Inspects business establishment, residences, public buildings, warehouses and other buildings in the enforcement of laws and regulations pertaining to fire prevention.
2. Inspects fire escapes, emergency exits and new construction for fire code compliance.
3. Checks building plans as they relate to fire prevention.
4. Checks alarm systems, sprinkler systems, and other equipment for proper operation.
5. Investigates complaints of local and state fire code violations and performs research work in codes and ordinances.
6. Writes letters, prepares reports and maintains records of inspections including preparation of annual and special reports as assigned.
7. Assists in investigations to determine causes of fires and prepares reports on corrective action.
8. Speaks to school, civic or other groups to encourage interest in fire prevention.

### **EXAMPLES OF DUTIES** (continued)

9. Assists with the in-service training of Fire Department personnel and with Department-wide inspectional activities.
10. Responds to fire alarms and fights fires as required.

## **QUALIFICATIONS**

### **Knowledge, Abilities, and Skills**

- A. Ability to work effectively with the public by using tact and diplomacy to secure cooperation in observing fire prevention laws and regulations.
- B. Ability to write clear and concise reports and letters to supervisors and the public concerning fire code enforcement matters.
- C. Ability to operate effectively without constant supervision, make decisions and judgements quickly and plan and organize job-related activities.
- D. Ability to follow oral and written directions and establish and maintain cooperative relationships with those contacted in the course of work.
- E. Ability to generally recognize potential life-safety hazards, recognize, appraise and correct fire hazards, advise on fire prevention systems and plan and independently determine the causes of fires.
- F. Knowledge of fire prevention principles, practices and techniques; municipal, state and federal fire protection and prevention codes, laws and regulations; basic building structural construction; hazardous material such as flammable liquids and exotic combustibles; and burning characteristics of combustibles.

### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Two years full time, paid firefighting or fire prevention experience in the Hayward Fire Department or similar department. An evaluation of previous experience from other departments for this purpose shall be made by the Fire Chief according to the following criteria: (I) the previously employing department has response requirements similar to the Hayward Fire Department including first aid and medical emergency responses, and structural fire responses including commercial and industrial occupancies; and, (II) the previously employing department has an in-service training program to maintain the proficiency of its employees.

Accredited Fire Science coursework in the area of fire prevention may be substituted for experience at the rate of three (3) semester units for (1) month experience up to a maximum of 12 months.

**Education:**

Equivalent to completion of the twelfth grade.

**License:**

Possession of a valid Class III California Drivers License.

**PROBATIONARY PERIOD:** One year

0230CS83

September 1970

Revised August 1976

Revised September 1983

APP GROUP: 13

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt